

## Recording Block Transfer Agreements with PCTIA-Accredited Institutions

### Policy and Process

#### Preamble

At its meeting of Dec 7, 2007, the BC Council on Admissions and Transfer passed the following motion:

*To approve the development of a policy and supporting documentation to facilitate, at the request of an institutional member of the BC Transfer System, the recording, in a designated area of the BC Transfer Guide, of block transfer agreements with PCTIA-accredited private institutions, and the implementation of that policy.*

To implement this motion, and following extensive consultation, the Council approved the following policy and process.

#### Purpose of the Policy

The purpose of this policy and process document is to provide advice to public and private institutions intending to enter into articulation agreements regarding:

1. the appropriate steps to be taken by each partner to the agreement;
2. Recommended processes for recording and monitoring the agreement;
3. The circumstances under which agreements will be recorded in the BC Transfer Guide.

***This policy is not intended to oblige institutions, public or private, to articulate. Rather it is intended to ensure that where articulation occurs appropriate procedure is followed to safeguard the ultimate success of the agreement and the benefit to students.***

#### Principles

The establishment of a block transfer agreement between an institutional member of the BC Transfer System and a PCTIA-accredited private institution is voluntary for both partners, and there is no onus on either to agree to articulate its program(s) with the other. However, the Council reminds all institutions of the provisions of the Ministerial Statement on Credit Transfer in Canada (<http://www.cmec.ca/publications/winnipegstatement.en.asp>) and the principle of equitable treatment of students, as expressed in the *How to Articulate Handbook* (p 7):

The ultimate beneficiaries of the articulation process are the students, who can be assured that their learning will be appropriately recognized. Thus, all articulation supports the fundamental principle of equity on which the articulation environment is built: *that students should not have to repeat*

*content of which they have already demonstrated mastery, nor be denied credit because of technicalities. Nor should they be credited with learning they have not acquired, especially if that learning is fundamental to their advancement to further study, or a required element of their program.*

The Council recognises that such agreements rest on a foundation of mutual trust and quality assurance.

- *Trust* is established and maintained when institutions communicate clearly and honestly with each other and with students, adhere both to the spirit and to the letter of their agreement, and deliver what they promise.
- *Institutional quality* assurance is addressed through PCTIA accreditation.
- *Program quality* is assured through the due diligence undertaken by the receiving institution which includes the receiving institution's assessment of the program, and can also include recognized industry or professional accreditation or certification.

### **Provisions of the Policy**

1. The private institution must be accredited through the Private Career Training Institutions Agency (PCTIA) and the latest relevant reports available to the receiving institution (examples of relevant reports include annual report, accreditation or re-accreditation report, program review).
2. The private institution's accreditation status should be current and any history of de-registration or de-accreditation must be openly available.
3. Where the norms of the profession require program accreditation, the program at the private institution must be accredited by the relevant regulatory, certifying or accrediting body appropriate. The curriculum should be reasonably stable over time, and regularly reviewed for effectiveness and quality.
4. There should be a reasonable likelihood of students transferring, or some evidence of students transferring or wishing to transfer.
5. Agreements can encompass program-to- program block transfer agreements, such as certificate-to-diploma, or diploma-to-degree, which provide for the progression of students from one level to another.
6. The block transfer agreement will clearly state what credit the student will receive at the receiving institution, towards what program(s), and any prerequisite, grade, or language proficiency requirements.
7. The block transfer agreement should be based on a close assessment of the equivalence of the programs at the sending and the receiving institutions. For information on the principle of equivalence, institutions can refer to <http://www.bccat.ca/articulation/handbook/principles.cfm> and to: <http://www.bccat.ca/articulation/handbook/assessing.cfm#equivalence>, and for more about block transfer agreements, to: <http://www.bccat.ca/articulation/handbook/block.cfm>.
8. The receiving institution should undertake a diligent assessment of the quality of the program at the sending institution and the "fit" or relevance to its own programs. For

a helpful checklist/guide to this process, see  
<http://www.bccat.ca/articulation/handbook/appendixd.cfm>.

9. The receiving institution should submit the final agreement using the BCCAT Block Transfer Form available at <http://www.bccat.ca/pubs/PCTIABlock.pdf> (Word version available from BCCAT). Any supporting documentation can be attached to the form.
10. BCCAT recommends that all agreements specify a date whereby the agreement will be reviewed, and updated or cancelled as appropriate.
11. The agreement should provide explicit details regarding the language and graphics to be used when promoting the agreement to students in any print or web publications.
12. The form must be signed by a senior academic administrator and the Registrar (or equivalent) of the receiving institution.
13. Submission of the form certifies that the receiving institution has undertaken the appropriate assessment, and has satisfied itself as to the suitability of the program at the sending institution for this block transfer agreement.
14. Receiving institutions should check all current agreements against the provisions of this policy. Any current agreement not found to be satisfactory should be cancelled.
15. Upon receipt of the form, BCCAT will record the agreement in the BC Transfer Guide.
16. Receiving institutions may, at their own discretion, charge the sending institution for the costs involved in developing the block transfer agreement. It is recommended that any such charges use a cost recovery model.
17. Cancellation of any block transfer agreements established under this policy should:
  - a. Be based on clear evidence that the agreement is no longer tenable (e.g. curricular change at either institution may negate the equivalence of the two programs, or few or no students may be transferring);
  - b. Take into account the impact on students currently enrolled, and safeguard their progression through a grandparenting or sunset clause; and
  - c. Be immediately communicated to the BCCAT.

### **Review of This Policy**

This policy will be reviewed by BCCAT no later than three years from the date of first implementation. Interested parties will be consulted about proposed changes to the policy.



## BLOCK TRANSFER AGREEMENT FOR PCTIA-ACCREDITED INSTITUTIONS

For Inclusion in the BC Transfer Guide

**Sending Institution:**

**Sending Institution Program:**

**Receiving Institution:**

**Receiving Institution Program:**

**Details of Block Transfer Agreement:**

(Please include information on the exact type of credit that will be awarded.)

**Conditions and Limitations:**

(Specify any course, GPA requirements or specific conditions and limitations that may apply)

**Date Agreement goes into Effect:**

**To Be Completed by the Receiving Institution:**

Has a proper due diligence of the sending institution/program been conducted as per the principles outlined in BCCAT's "Recording Block Transfer Agreements with PCTIA-Accredited Institutions Policy and Process"? (For more info, please visit <http://www.bccat.ca/pubs/PCTIAblock.pdf>)

Yes

No

This agreement must be approved by a senior academic administrator and the registrar:

Senior Administrator \_\_\_\_\_

Name (print) \_\_\_\_\_

Registrar \_\_\_\_\_

Name (print) \_\_\_\_\_

Date \_\_\_\_\_

**Complete the form and forward to:**

Mike Winsemann, Transfer & Technology Manager, BC Council on Admissions & Transfer

Email: [mwinsemann@bccat.ca](mailto:mwinsemann@bccat.ca) Fax: 604-683-0576